

**Architectural Review Board**  
**Minutes**  
**(Via Tele-Conference)**  
**January 4, 2021**

**MEMBERS PRESENT:** Kevin Jayroe, Sally Gillespie, Dwayne Vernon, Lee Padgett, Debra Smalls, & Kristina McManus

**MEMBERS ABSENT:** Linda Abate'

**OTHERS PRESENT:** Tracy Gibson & Debra Grant

- I. Roll Call (Board Secretary)**
- II. Call to Order**
- III. Approval of Minutes for December 7, 2020;** Mr. Padgett made a motion to approve the minutes as written, seconded by Ms. McManus, the motion carried unanimously.
- IV. Public Input:** None
- V. New Business:**

1. **Bethel AME Church is requesting the approval to replace damaged windows at 417 Broad Street.** Tracy Gibson/City Staff told the Board that the church is requesting the approval to replace damaged windows. **Rev. Dr. Betty D. Clark/Presiding Pastor and Mr. Evans/Contractor** were present to present the project. **Mr. Evans** said they will be replacing 42 windows; the top and bottom wood sashes will be removed and replaced with vinyl double hung windows with Low E argon gas, the outside trim will be vinyl, and all windows will be caulked and sealed. The grids will be between the glass. **Mr. Padgett** asked if the windows would be the same as previously approved several years ago. **Mr. Evans** said yes, they will be similar windows. **Mr. Vernon** asked if the windows would be install in the building behind the worship space. **Mr. Evans** said yes it is the building behind the worship space. **Mr. Vernon** then asked if any of the windows in the worship space would be replaced. **Mr. Evans** said no, all windows that will be replaced will be in the "Butler" building. **Mr. Jayroe** asked what the reason was for requesting this type of window. **Mr. Evans** said the windows that are being requested are by Simonton, they are double insulated, with the argon gas, Low E, and the grids are inside the glass, and made of vinyl, and the windows will match the windows that were installed previously. **Ms. Gillespie** said she did an onsite visit and the current windows are single panes, wooden, and the muntins are on the outside and inside of the glass, however what is being requested is two layers of glass with the muntins between the glasses, Ms. Gillespie said if that is the request, it is not an appropriate window for that building according to the guidelines. Ms. Gillespie said she also visited the Methodist Church, which had replacement windows installed to their building; those windows were insulated and had the muntins on the outside and appeared to have them on the inside also, however the guidelines are very specific in stating that "Muntins sandwiched between layers of glass, snapped-on muntins, and surface-applied muntins are not appropriate and shall not be approved". **Ms. Gillespie** said the disadvantage of having the meetings done virtually, is that the Board does not get to see samples of products before there are approved, and she is not comfortable with approving without seeing an example. **Rev. Clark** said the windows that are being requested matches what had previously been approved and installed in the Glisson Building, and asked for an onsite meeting to resolve the issue, because there is water coming in the building because of the

condition of the windows. *(The Board concluded by informing Rev. Clark that they would work with Staff to schedule an onsite meeting and notify her of the date and time, it allowed).*

2. **Brent & Karen Crenshaw are requesting the approval to install new windows at 536 Highmarket Street.** Tracy Gibson/City Staff told the Board that the owners would like to add a bedroom window for egress and change the windows above the garage from one small window to a standard size window and 2 small casement windows. **Ms. Crenshaw/owner** said they would like to change a 1 bedroom upstairs to 2 bedrooms, and to do that a window will be necessary for egress. Two smaller casement windows will be added to either side of the standard windows; 1 for the bathroom and another for the symmetric of the house. The windows will be the same Andersen windows that are currently in the house, with the same design. **Mr. Vernon** said that it should be noted that the cornice that goes across the gable end will be modified. **Ms. Crenshaw** said the drawings submitted shows that the trim elements will be returned to the house.

**Motion: Mr. Jayroe made a motion to accept the application as submitted, noting that the cornice that goes across the gable end will be modified and the trim elements will be returned to the house; citing Design Standards for Residential Properties; Chapter 3; Section 17.0; page 68 (Windows & Shutters), seconded by Mr. Padgett; the motion carried 6 to 0 by a roll call vote.**

3. **Buzz's Roost is requesting the approval to install an awning and hurricane rated screens at 911 Front Street.** Tracy Gibson/City Staff told the Board that the owners would like to install an awning covering over the bottom level of the back deck and add hurricane rated retractable roll down screens. **Mr. Trevor Day/Representative** said they would to install metal awnings around the perimeter of the deck that will sit behind the current lower level of the deck, it will have a gutter system. The screens will be hurricane rated and it will help to enclose the deck during inclement weather. **Mr. Jayroe** asked about the material that will be used. **Mr. Day** said it will be a two tone neutral, the tracks will be a 4 inch aluminum, and it has been seen and approved by the Building Official Rick Martin. The product will be helpful when preparing for storms and high winds. **Ms. Gillespie** asked about the drawings on page 8 of the packet. **Mr. Day** said that drawing is showing the awning that will cover the lower level of the deck, the screen will be mounted to the brackets (4 inch aluminum posts). The awning will be a 3" Elite roof panel that will be mounted to the 4 inch aluminum posts, the screens will be mounted under the roof panels behind the gutters and will be operated remotely.

**Motion: Mr. Padgett made a motion to approve the application as submitted, citing Standards for Commercial Properties; Chapter 6; Section 29.0; page 112 (Awnings), seconded by Mr. Vernon, the motion carried 6 to 0 by a roll call vote.**

**VI. Board Discussion:**

- Tracy Gibson said she contacted Ms. Angela Rambeau/Director of Housing & Community Development and got the approval for an onsite visit for Bethel Church. The date was set for Tuesday, January 12<sup>th</sup> at 10 am.

**VII. Adjournment:** With there being no further business the meeting was adjourned.

*Submitted By,*

*Debra Grant*  
*Board Secretary*

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